

## publishing portfolio

# Managing High Performing Teams

Successful team management can provide a multitude of benefits to a publishing company. A high performing team increases morale, improves productivity and efficiency and provides better overall organisational performance.

This course will equip managers to create, develop and nurture a streamlined team. Learners will understand the different stages of team development, how to adopt the most appropriate approach and how to handle issues such as team performance, politics, dynamics and power structures.

**Managing High Performing Teams** enables the learner to:

- Understand their role within the team, what their team needs and how to focus their management inputs to provide this
- Give the team direction by translating business goals into team goals and objectives
- Adapt their behaviour to achieve better results and enhanced team performance
- Balance their own work with the needs of the team, therefore increasing their own productivity
- Delegate effectively and provide help without taking over, enabling their team members to learn the skills that they need to do their job better



An annual license to **Managing High Performing Teams** provides an entire management team with year round access to this unique learning resource.

### Learning outcomes

#### What makes a team?

- What is a team and what do we mean by “high performing”?
- What affects how a team functions?
- How do individuals’ attitudes affect the team?
- What are the four stages of team development?
- What is the manager’s role?

#### Forming

- How do I know if my team is at the “forming” stage and what does the team need from me?
- How can I provide leadership to my team?
- How can I give my team direction?
- What should my focus be at this stage?

#### Storming

- How do I know if my team is at the “storming” stage and what does the team need from me?
- How should I coach my team through conflict?
- How can I give effective feedback?
- What should my focus be at this stage?

#### Norming

- How do I know if my team is “norming” and what does the team need from me?

- How can I step back and support the team at the same time?
- What should my focus be at this stage?

#### Performing

- How do I know if my team is “performing” and what does the team need from me?
- How can we ensure we communicate well?
- How do I balance my time as worker and manager?
- What should my focus be once my team is performing?

#### Target audience

New managers, or those preparing to take the role on, will be equipped to create, manage and nurture a streamlined team. More experienced or senior managers will value the opportunity to refresh their skills and approach.

#### Additional services

**Blended learning:** ½ day workshops available.

**Tailoring:** include your examples and issues.

**See also:** *Coaching Skills, Conducting Performance Appraisals, Leadership Skills, Recruitment and Selection, Employment Law for Publishers.*